

City of Fort Worth, Texas Job Description

Classification Title	Chief Judge		
Job Code:	AP1011	Job Family:	Appointed
Pay Grade		Date Created:	09/03/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Performs a variety of administrative judicial work in support of the functions of the Municipal Court. Develops and implements administrative policies of the Court. Ensures the performance of Court functions in accordance with the provisions of the City Charter, City ordinances and applicable state and federal statutes.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Assumes full responsibility for all administrative judicial services and activities; recommend and administer policies and procedures.
2. Monitors and evaluates the efficiency and effectiveness of judicial court service delivery methods and procedures; allocate resources accordingly.
3. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of judicial court methods and procedures.
4. Plans, directs and coordinates, through subordinate level employees, the work plan for administrative judicial services; assigns cases and programmatic areas of responsibility; reviews and evaluates work methods and procedures; and meets with key staff to identify and resolve problems.
5. Presides over jury and non-jury trials; instructs jury panel regarding applicable laws, procedures and sentences or fines if offender is convicted.
6. Issues search and arrest warrants; sets and forfeits bail for Class C misdemeanors falling under Municipal Court jurisdiction; sets bail for felonies and misdemeanors as part of magistration duties.
7. Establishes rules of procedures for questioning witnesses and defendants for which standard procedures have not been established.

8. Reviews new laws, major court decisions and other pertinent information relevant to the revision of Court procedures and operations.
9. Oversees the work of lower level judges; and allocates cases and work load.
10. Testifies in District or Juvenile Court as required.
11. Performs related duties and responsibilities as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operations, services and activities of a Municipal Court.
 - Theories, practices and Operations, services and activities of a Municipal Court.
 - Theories, practices and procedures of civil, criminal, constitutional and administrative law.
 - Highly complex principles and practices of public law.
 - Court procedures and rules of evidence.
 - Established precedents and sources of legal reference applicable to a municipal court.
 - Methods and techniques of legal research.
 - Practices and procedures of a municipal judicial system.
 - Methods and techniques used to question witnesses in trial situations.
 - Functions of a municipal court jury.
 - Principles and practices of budget preparation and administration.
 - Recent developments, current literature and sources of information related to court proceedings.
 - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
 - Leadership and delegation.
 - Strategic and critical thinking.
 - Computers and applicable software.
- **Ability to:**
 - Communicate clearly and concisely, both orally and in writing.
 - Assume full responsibility for all administrative judicial services and activities.
 - Interpret and apply legal principles and knowledge of complex legal problems.
 - Develop and implement administrative policies of the Court.
 - Preside over jury and non-jury trials and instruct jury panel regarding procedures.
 - Review new laws, major court decisions and other pertinent information relevant to the revision of Court procedures and operations.
 - Effectively apply legal knowledge and principles in court.
 - Properly interpret and make decisions in accordance with laws, regulations and policies.

- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Interpret and apply federal, state and local policies, procedures, laws and regulations.
- Select, supervise, train and evaluate staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

QUALIFICATIONS

Minimum:

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

A Juris Doctor degree from an accredited college or university with eight years of increasingly responsible experience as a practicing attorney, including four years of supervisory or administrative responsibility.

OTHER REQUIREMENTS

Possession of, or ability to obtain, valid license as an attorney issued by the State Bar of Texas.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work

involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.